

HUMAN RESOURCES ASSISTANT

(Pension and Employee Benefits, Milwaukee Public Schools)

THE PURPOSE: This position performs administrative services which support Milwaukee Public School's Human Resources Pension and Employee Benefits programs. This position may also support other HR programs including Labor Relations, Staffing, Compensation, and Risk Management.

ESSENTIAL FUNCTIONS:

- ◆ Prepares documents, routine correspondence and standard reports related to pension and benefits issues as requested.
- ◆ Reviews enrollment reports, completes basic data analysis and ensures that deductions from checks are correct based on the enrollment data for the pension plans and other insurance benefits. Ensures that YTD information is correct.
- ◆ Extracts information for pension calculations and forwards to the HR accountant or pension analyst. Ensures timely response and coordinates communication with the interested parties.
- ◆ Maintains accurate filing system, including scanned documents, for pension information on current employees and retirees.
- ◆ Assists in maintaining specialized HR databases and reports.
- ◆ Provides assistance and responds to routine benefit inquiries from employees and applicants.
- ◆ Prepares adjustments for the payroll and maintains records of changes made.
- ◆ Reconciles data between pension payment requests and trust remittances.
- ◆ Maintains and documents procedures.
- ◆ Performs other duties as assigned.

MINIMUM REQUIREMENTS:

1. Two years of responsible administrative experience, preferably in the human resources field, involving data organization, compilation, analysis and report preparation.
2. Proficiency with word processing and spreadsheet software.
3. Coursework toward a degree in human resources or related field is desirable.
4. Residency in the City of Milwaukee within 6 months of appointment.

KNOWLEDGE AND SKILLS REQUIREMENTS:

- ◆ Ability to create, compose and edit written materials.
- ◆ Excellent organizational and record maintenance skills.
- ◆ Ability to maintain confidentiality.
- ◆ Ability to multi-task and prioritize.
- ◆ Problem-solving skills and ability to work with numerous details.
- ◆ Strong oral and written communication skills.
- ◆ Strong customer service skills.
- ◆ Ability to work with a wide range of individuals and constituencies in a diverse community.
- ◆ Knowledge of PeopleSoft HRMS Payroll System is desirable.
- ◆ Knowledge of Human Resources processes and procedures applicable to the public sector is desirable.

THE CURRENT SALARY RANGE IS: \$30,575 to \$40,742 with excellent benefits.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training & experience evaluation, written or oral tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to an oral examination. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **March 12, 2010**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time and place of the examination. Persons not accepted to an examination or removed from an eligible list may file a written appeal (including the basis upon which the appeal is made) which must be received by the City Service Commission no later than ten calendar days after the rejection notice was mailed.

APPLICATION MATERIALS and further information may be obtained at our website: www.milwaukee.gov/jobs, in person or via mail from the Department of Employee Relations, 200 East Wells Street, Room 706, Milwaukee WI, 53202-3554, or by calling 414-286-3751.